

# Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 2.24	Faculty Senate Constitution				1/27/2020

## FACULTY SENATE CONSTITUTION

### PREAMBLE

Fundamental to all decisions is the recognition that the purpose of Polk State College is to provide educational services to students and the community. Polk State College, by this instrument, cooperatively establishes participative governance between its faculty and administration. Recognizing a common membership in a community of scholars dedicated to the enlightenment of the human spirit and the preservation of the best in American education, both faculty and administration affirm and accept a proper share of the responsibility to promote the harmonious functioning of all parts of this association. Paramount are the duties that extend to students, colleagues, citizens, and the institution. In order to discharge these duties in a professional manner, the *Faculty Senate Constitution* is hereby established.

### ARTICLE I OPERATION

The Faculty Senate shall constitute the primary channel for faculty-administration participatory governance. As the official voice of the faculty, the Faculty Senate has a duty of service to the College through the active study and debate of issues of mutual concern to the administration and faculty. In addition, it has the responsibility to recommend actions that expedite the satisfactory resolution of issues.

### ARTICLE II THE FACULTY SENATE

A Faculty Senate, herein referred to as “the Senate,” is established by virtue of this Constitution. This Senate is recognized by the administration as the official voice of the faculty. The establishment of the Senate does not undermine or preclude the right of an individual, individuals, or a faculty unit to present concerns directly to, or to work directly with, administration.

### ARTICLE III PURPOSE

The Senate and College administration shall confer on all matters related to educational policies, as

well as district and campus governance. The Senate shall enjoy a full partnership with the College administration in the initiation and development of rules, policies, and procedures within its jurisdiction. The Senate shall monitor the implementation of these rules, policies, and procedures.

#### **ARTICLE IV MEMBERSHIP**

**Section 1.** The Senate shall confirm, in its bylaws, its own representation system. Membership shall be limited to personnel holding a *Full-Time Regular Faculty Contract*.

**Section 2.** The Steering Committee shall nominate an Administrative Liaison. After approval by the College President, the Administrative Liaison shall become a non-voting member of the Senate. The Administrative Liaison, if absent, shall name an alternate to attend Senate meetings.

#### **ARTICLE V OFFICERS**

**Section 1.** The Senate shall have a President, a Vice President from each campus, a Secretary, and a Parliamentarian. All elected officers shall hold a *Continuing Contract* with the College (or have completed five years of satisfactory service for Full-Time Regular Faculty not eligible for a *Continuing Contract*). The term of all elected offices shall be one year.

**Section 2.** The President, Vice Presidents, and the Secretary shall receive appropriate reassignment time as determined by the President of the College.

**Section 3.** The faculty shall elect the Senate President. The Senate President shall be responsible for ensuring that both faculty and administrative viewpoints are presented on all relevant issues. The Senate President (or his or her designee) shall be accorded full membership on the College President's Staff, the District/Campus Group, and in each duly designated district- or campus-wide management group that addresses faculty, personnel, budget functions, instructional matters, and other matters that may address faculty concerns as defined in Article VI, Jurisdiction, Section 1, of this Constitution. The Senate President's role on these district- or campus-wide committees includes initiating action whenever appropriate and apprising other group members about the suggestions, reactions, or expressed concerns of the faculty. The Senate President (or designee) shall regularly report to the Senate concerning the proceedings of these groups.

**Section 4.** The Senate shall elect the Vice Presidents from among its current members. The Vice Presidents of the Senate shall assume the duties of the President in the case of absence from Senate business.

**Section 5.** The Senate shall elect a Secretary from among its current members. The Secretary shall provide a record of the proceedings of the Senate and publish the time and place of scheduled meetings.

**Section 6.** The Senate shall elect a Parliamentarian from among its current members. The Parliamentarian shall advise the President on matters concerning parliamentary procedures.

## **ARTICLE VI JURISDICTION**

**Section 1.** The Senate shall be primarily interested in and involved with the initiation, review, monitoring, and evaluation of rules, policies, and procedures affecting faculty in the following areas: a) matters of educational policy including curriculum, instruction, degree programs, and registration; b) personnel policies including evaluation, promotion, academic freedom, salary, fringe benefits, conditions of employment, academic organization, budgetary processes, student affairs, faculty appeals, and grievances; and c) other matters of faculty interest.

**Section 2.** The Senate shall be included in the initiation or revision of rules, policies, and procedures concerned with the matters described by Article VI Jurisdiction, Section 1 of the *Faculty Senate Constitution*, unless the participants in such matters are mandated by State Law, State Board of Education Rules, or factors beyond the control of the administration. The Senate and administration shall maintain a mutual agreement for handling such rules, policies, and procedures.

**Section 3.** A Senate recommendation may be delivered in writing (or in person) to the College President and the appropriate administrator. Within twenty calendar days of receipt of a recommendation, the Senate must be informed in like manner that the College President accepts, requests a reconsideration, requests an extension of an additional ten calendar days, or rejects the recommendation of the Senate. If no action is taken by the College President within twenty calendar days of receipt of the recommendation, or in cases where agreement is not reached between the Senate and the President of the College, the Senate may, upon a two-thirds vote of its members, request that the Secretary of the District Board of Trustees place the item on the agenda of the next Board meeting for consideration.

## **ARTICLE VII ORDER FOR RECONSIDERATION**

The College President (or his or her designee) shall be invited to present the rationale for the reconsideration request. After a discussion of the question, the Senate shall reconsider the recommendation in light of the rationale presented by the administration.

## **ARTICLE VIII MEETINGS**

**Section 1.** The manner and frequency of Faculty Senate meetings shall be provided in the *Faculty Senate Bylaws* (Polk State College Procedure 6056).

**Section 2.** The meetings of the Faculty Senate shall be open to observation by all faculty members of the College, and the records shall be maintained electronically.

## **ARTICLE IX RULES FOR PROCEDURAL GOVERNANCE**

*Robert's Rules of Order* (revised), supplemented by *Sturgis' Standard Code of Parliamentary Procedure*, shall govern the proceedings of the Senate, except when those rules are inconsistent with the provisions of this instrument.

**ARTICLE X  
FACULTY SENATE COMMITTEES**

**Section 1.** The Steering Committee shall include, but not necessarily be limited to, the following members:

- A. Faculty Senate President
- B. Faculty Senate Vice Presidents
- C. Faculty Senate Secretary
- D. Faculty Senate Parliamentarian
- E. Member at Large (i.e., an elected senator from a department different from that of the President and Vice Presidents)
- F. Administrative Liaison

The current Faculty Senate President may invite the most recent Senate President to act as a resource (non-voting role).

**Section 2.** The Steering Committee shall establish the agenda for the Senate meetings.

**Section 3.** The Faculty Senate President shall chair the Steering Committee.

**Section 4.** The Senate may create other committees according to the procedures specified in its bylaws.

**ARTICLE XI  
REMOVAL OR RECALL OF MEMBER**

The Senate shall adopt bylaws or Standing Rules of Order for the filling of unexpired terms and for the removal or recall of elected members.

**ARTICLE XII  
COMMITTEE MEMBERSHIP**

**Section 1.** In the case of College-wide Standing Committees, the Faculty Senate President shall, in consultation with the Steering Committee, recommend faculty to serve on each committee (i.e., for appointment by the College President), as consistent with Article V, Section 3 of this Constitution, and in accordance with *Polk State College Procedure 6002: Committee System*.

**Section 2.** Each Ad Hoc Committee or Task Force shall be chaired by an individual who is mutually acceptable to both the Senate and the Administration. The Faculty Senate President (or his or her or designees) must report committee progress to the Faculty Senate. An Ad Hoc Committee or Task Force shall be defined as any committee other than a College-wide Standing Committee that is formed for a specific purpose within a designated timeframe.

Note: Screening Committees, which are not considered Ad Hoc Committees or Task Forces, are governed under *Polk State College Procedure 6068: Screening Committees*.

**ARTICLE XIII  
CONSTITUTIONAL AMENDMENT PROPOSALS BY FACULTY**

**Section 1.** The *Faculty Senate Constitution* may only be amended by the Polk State College District Board of Trustees.

**Section 2.** Proposed amendments to this Constitution may be submitted to the total Full-Time Regular Faculty for a vote upon the recommendation of two-thirds of the elected members of the Senate, or upon a written petition of at least fifteen percent (15%) of those eligible for elected College-wide Senate membership.

**Section 3.** College-wide voting on proposed amendments shall be by secret ballot. An affirmative vote of a majority of the voting faculty is necessary for a proposed amendment to be forwarded to the District Board of Trustees for approval.

**Section 4.** Voting on proposed amendments may be accomplished by electronic or paper ballot, provided that there are sufficient protections in place to ensure one vote per person and to preserve the secrecy of the ballot.

**ARTICLE XIV  
BYLAWS**

**Section 1.** The power to adopt, alter, amend, or repeal the *Faculty Senate Bylaws (Polk State College Procedure 6056)* shall be vested in the faculty and the Senate. The faculty shall adopt, alter, amend, or repeal the bylaws through a majority vote of Full-Time Regular Faculty. The Senate shall adopt, alter, amend, or repeal the bylaws by a two-thirds vote of the Senate. The proposed amendment must be presented at a regularly scheduled meeting of the Senate, and the vote taken at a separate regularly scheduled meeting.

**Section 2.** No change to the *Faculty Senate Bylaws* shall be effective unless notice is given to the senators that a change is being proposed to the bylaws. Notice of the proposed change of the bylaws shall accompany the notice of the meeting.

**Section 3.** Any change to the *Faculty Senate Bylaws* adopted by a simple majority of the voting Full-Time Regular Faculty shall be binding on the Senate. The Senate may not subsequently change any such bylaw provision through its own action.

**Section 4.** Proposed amendments to the *Faculty Senate Bylaws* may be submitted to the Full-Time Regular Faculty for a vote upon written petition of at least fifteen percent (15%) of those eligible for elected College-wide Senate membership.

**History:** Adopted: October 23, 1989.  
Revised: April 19, 1995; April 23, 2001; November 27, 2006; February 25, 2008; March 18, 2013; August 25, 2014; and January 27, 2020.